

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached	
	Depart	Arrive			STD	PTR	£	p
26/06/2014	0645	-	Train ticket from home to Stockport to catch train to London Subsistence claim (day over 12 hrs) taking account of two receipts on GPC amounting to £14.25 - copies attached for reference		45p	25p	2.60	1
	-	2000					0.75	2
sub-total					0	0	3.35	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							3.35	
less cash advances received								
amount claimed for payment							3.35	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number

94192

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD	PTR	
					45p	25p	£ p
			Euro Expenses				
19/06/2014	1240	-	Left office				
	-	-	Bus ticket from airport to Paris bus station (50% of actual receipt)	Bus			11.00 1,2
	-	-	Bus ticket from bus station to hotel (book of 10 tickets pre-purchased at Euro 13.70 making each journey 1.37)	Bus			1.37 3
	-	-	Supper				27.40 4
20/06/2014	-	-	Breakfast (accommodation paid for by conference organisers)				10.00 5
	-	-	Bus ticket from hotel to conference venue	Bus			1.37 6
	-	-	Bus ticket from conference venue back to hotel to check-out	Bus			1.37 7
23/06/2014	-	1220	Returned to office				
			sub-total		0	0	52.51
Other incidental expenses (e.g. telephone, postage)							
					total amount claimed		52.51
					less cash advances received		
					amount claimed for payment		52.51
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number	
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12354

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

# EXPENSES CLAIM

Claim Number

27329

All expenses **MUST** be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
Christopher Graham			Chief Executive					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
					45p	25p		
08/06/2014	1915	-	Food on train on way to London				4.95	1
09/06/2014	-	2000	Returned home					
11/06/2014	0815	-	Food on train on way to Leeds				5.30	2
	-	1615	Food on train on way back to Manchester				3.10	3
12/06/2014	1700	2100	Train ticket from Wilmslow to Cheadle Hulme (remaining journey free due to Senior Railcard) to attend event in Manchester <i>One Pass</i>	Train			1.80	4
16/06/2014	0850	1740	Food on train on way to London				4.95	5
17/06/2014	0645	-	Train ticket from home to Stockport to catch train to London				2.60	6
	-	2000	Food on train on way to London				4.70	7
				sub-total	0	0	27.40	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							27.40	
less cash advances received								
amount claimed for payment							27.40	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

10491

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name			Job Level	Payroll NO.	Department		
Christopher Graham					Chief Executive		
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
			EURO EXPENSES				
02/06/2014	1600	-	Left the office to go to airport to fly to Brussels				
	-	-	Subsistence rate for dinner			40.00	
03/06/2014	-	-	Lunch in European Commission canteen			8.40	1
	-	2155	Food at airport awaiting return flight (minus alcohol)			8.00	2
04/06/2014	1600	-	Left the office to go to airport to fly to Strasbourg (via Amsterdam)				
05/06/2014	-	-	Taxi from airport to Council of Europe (after flight delayed to next day)	Taxi		50.00	3
	-	-	Taxi from Council of Europe to hotel	Taxi		7.50	4
06/06/2014	-	-	Taxi from hotel to airport for return flight	Taxi		50.00	5
	-	-	Food at Strasbourg airport awaiting flight to Schiphol			6.70	6
	-	1100	Food at Schiphol airport awaiting flight to Manchester			9.95	7
				sub-total	0	0	180.55
Other incidental expenses (e.g. telephone, postage)							
total amount claimed						180.55	EUROS
less cash advances received							
amount claimed for payment						180.55	EUROS
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
DECLARATION							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

Claim Number
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88376

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

4249

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
Christopher Graham				Chief Executive				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		
					45p	25p	£ p	
03/06/2014			Flight from Shannon to Manchester - see attached Itinerary				52.37	1
			Flight to return direct from Dublin after BIIDPA meeting would cost £55.24, actual flight cost less than this					
			To be recharged					
			Cost of telephone calls from home telephone - see attached invoice					2
			which has already been signed off and returned to Finance					
			sub-total		0	0	52.37	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							52.37	
less cash advances received							8.08	
amount claimed for payment							44.29	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

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## EXPENSES CLAIM

<b>Claim Number</b>	
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8151

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

**Claim Number**

21102

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

£18.00

EUROS

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number
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49321

Visit [www.elsevier.com/locate/bsc](http://www.elsevier.com/locate/bsc)

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

<b>Claim Number</b>	
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23434

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.





## EXPENSES CLAIM

Claim Number
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83489

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.  
\* If no break down is provided please add a brief description of the items consumed. Thank you.

Claim Number
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**ico.**

## EXPENSES CLAIM

54387

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section							
Name	Job Level	Payroll NO.	Department				
Christopher Graham			Chief Executive				
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box; refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Recel. attached
	Depart	Arrive			STD 45p	PTR 25p	
30/04/2014	1350	-	Coffee on the train on the way to London			1.95	1
	-	-	Supper in London			18.95	2
01/05/2014	-	1700	Accommodation (based on single occupancy room rate with breakfast)			109.00	3
06/05/2014	0645	-	Food in London			3.15	4
	-	-	Lunch			4.50	5
	-	1830	Drink on the train on the return home			1.80	6
				sub-total	0	0	139.35
<b>Other incidental expenses (e.g. telephone, postage)</b>							
<b>total amount claimed</b>						<b>139.35</b>	
<b>less cash advances received</b>							
<b>amount claimed for payment</b>						<b>139.35</b>	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance							

- \* Receipts **must** be provided for subsistence claims and attached to the back of this form.
- \* If no break down is provided please add a brief description of the items consumed. Thank you.



## EXPENSES CLAIM

Claim Number	
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69998

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section			
Name	Job Level	Payroll NO.	Department
Christopher Graham			Chief Executive

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	E	p
8/4/14	1545	-	Taxi from office to airport for CG/David Smith/Hannah McCausland	Taxi	45p	25p	18.00	1
10/4/14	-	1800	Taxi from airport to home	Taxi			14.00	2
				sub-total	0	0	32.00	

Other incidental expenses (e.g. telephone, postage)

total amount claimed		32.00
less cash advances received		
amount claimed for payment		32.00

<p>If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.</p>	<p>amount claimed for payment</p>	<p>32</p>
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## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

**Claim Number**

62645

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

[illegible]

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

99074

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name <b>Simon Entwisle</b>			Job Level <b>H</b>	Payroll NO.	Department <b>Executive</b>		
Date	Time		Full details of journey and charges	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD 45p	PTR 25p	
12.05.14	0600		Tintwistle to Stockport Station	Car			no claim
	0632		Car Parking at Stockport Station				£5.00 ✓ 1
	0651		Stockport to London Euston (return)/Civil Service College	Train			pre-paid
			Expenses claimed £5.20				£5.20 ✓ 2
		2030	Stockport to Tintwistle	Car			no claim
15.05.14	1015		Hadfield to Manchester Attending BIOA AGM & workshops	Train			
		1800	Manchester to Hadfield - walk to Tintwistle	Train			£4.20 ✓ 3
20.05.14	1220		Car Parking Stockport Station (accommodation viewings)				£6.00 ✓ 4
			Manchester to Stockport	Train			£3.20 ✓ 5
			Stockport to Tintwistle	Car			no claim
					sub-total	0 0	£23.60
Other incidental expenses (e.g. telephone, postage)							
						total amount claimed	£23.60
						less advances received	
						amount claimed for payment	£23.60
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide

# EXPENSES CLAIM

Claim Number

40647

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name <b>Simon Entwisle</b>			Job Level <b>H</b>	Payroll NO.	Department <b>Executive</b>	
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Date	Time		Full details of journey and charges	Mode of travel	Car mileage		£	p	Receipt attached
	Depart	Arrive			STD 45p	PTR 25p			
11.06.14	1430	1700	Tintwistle to Penrith return 234 miles & deduct normal home to office journey 22.2 x2 = 189.6 miles (flight cost comparison £144.43)	Car		189.6	£47.40		
	1750	2005	Penrith to Edinburgh	Rail			no claim		
			Overnight at Radisson Blu Hotel Edinburgh claimed by K Macdonald						
			Expenses claimed: £3.14				£3.14		✓1
12.06.14			Attending DP Conference, Edinburgh						
	1650	1930	Edinburgh to Penrith	Rail			no claim		
13.06.14	1130	1415	Penrith to Tintwistle (see above)						
19.06.14	0615		Tintwistle to Stockport	Car			no claim		
		1815	Stockport to London Euston return / meeting with various MOJ officials	Rail			pre-paid		
			Expenses claimed: £3.25 + £4.35				£7.60		✓2
				sub-total	0	0	£58.14		

  

**Other incidental expenses (e.g. telephone, postage)**


  

total amount claimed	£58.14
less advances received	
amount claimed for payment	£58.14

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.



## EXPENSES CLAIM

Claim Number	
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49809

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

Claim Number	
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18597

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section			
Name	Job Level	Payroll NO.	Department
Daniel Benjamin	H		Corporate Services
Usual mileage to work			

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached
	Depart	Arrive			STD	PTR	
25.03.14	12.11		Travel from Wilmslow to London return	Rail	45p	25p	12.23 yes
26.03.14		22.30	Subsistence				
				sub-total	0	0	12.23

Other incidental expenses (e.g. telephone, postage)				
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total amount claimed				12.23
less cash advances received				
amount claimed for payment				12.23

	amount claimed for payment	1
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.		

## DECLARATION

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

Please add a brief description of the items consumed. Thank you.





# EXPENSES CLAIM

Claim Number

58158

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department					
DAVID SMITH	H		DP EXECUTIVE					
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
					45p	25p		
07/05/14	16:50		Wilmslow to London	Train				
			Euston to Vauxhall	Tube			2.20	
08/05/14			Vauxhall to Green Park	Tube			2.20	
			(Westminster e-forum seminar)					
			Green Park to Euston	Tube			2.20	
			Euston to Stockport	Train				
		16:20	Stockport to Home	Bus			2.60	yes
			Subsistence				22.30	yes
			sub-total		0	0	31.50	
Other incidental expenses (e.g. telephone, postage)								
RECEIVED							total amount claimed	31.50
							less cash advances received	
							amount claimed for payment	31.50
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the ICON Finance Section Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

52933

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
DAVID SMITH		H		DP EXECUTIVE				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		£
					45p	25p		
12/05/14	14:25		Office (Wilmslow) to Stockport rail station	Car	11		4.95	
			Car parking ticket				12.00	yes ✓
			Stockport to Euston, London	Train				
			Euston to Knightsbridge	Tube			2.20	
			(Executive Networking evening)					
			Knightsbridge to Euston	Tube			2.20	
			Euston to Stockport	Train				
		23:30	Stockport to Home	Car	11		4.95	
			Subsistence				3.99	yes ✓
				sub-total	22	0	30.29	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							30.29	
less cash advances received								
amount claimed for payment							30.29	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.





# EXPENSES CLAIM

Claim Number

14881

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
DAVID SMITH		H		DP EXECUTIVE				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR	£	p
23/04/14	10:50		Wilmslow to London	Train				
			Euston to Charing Cross	Tube			2.20	
			(Technology Reference Panel)					
			Charing Cross to Euston	Tube			2.20	
	16:40	18:55	London to Wilmslow	Train				
			Subsistence				3.29	yes
			sub-total		0	0	7.69	
Other incidental expenses (e.g. telephone, postage)								
RECEIVED							total amount claimed	7.69
							less cash advances received	
							amount claimed for payment	7.69
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
<b>DECLARATION</b>								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.  
\* If no break down is provided please add a brief description of the items consumed. Thank you.



# EXPENSES CLAIM

Claim Number

24476

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name	Job Level	Payroll NO.	Department
David Smith	H		DP Executive

Usual mileage to work

NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.

Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p £ p	
15/04/14	12:50		Wilmslow to London	Train			
			London Euston Square to Liverpool Street	Tube			2.20
			(Clyde & Co/Experian Data Breach Conference)				
16/04/14			Liverpool Street to Euston Square	Tube			2.20
	08:40	10:45	London to Wilmslow	Train			
			Subsistence				4.99 YES
			sub-total		0	0	9.39

Other incidental expenses (e.g. telephone, postage)


RECEIVED

total amount claimed	9.39
less cash advances received	
amount claimed for payment	9.39

If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.

**DECLARATION**

I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.  
\* If no break down is provided please add a brief description of the items consumed. Thank you.





# EXPENSES CLAIM

Claim Number

86496

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department				
DAVID SMITH		H		DP EXECUTIVE				
Usual mileage to work								
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.								
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *	
	Depart	Arrive			STD	PTR		£
					45p	25p		
30/04/14	09:50		Wilmslow to London	Train				
			Euston to Bank	Tube			2.20	
			(International Association of Privacy Professionals)					
			Mansion House to Earls Court	Tube			2.20	
			(Information Security Europe event)					
			Earls Court to Monument	Tube			2.20	
			(Allen and Overy Dinner)					
			Monument to Earls Court	Tube			2.20	
			(Daily Oyster card maximum £8.40)				-0.40	
01/05/14			Earls Court to Euston	Tube			2.20	
		11:45	Euston to Wilmslow	Train				
			sub-total		0	0	10.60	
Other incidental expenses (e.g. telephone, postage)								
total amount claimed							10.60	
less cash advances received								
amount claimed for payment							10.60	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.								
DECLARATION								
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.								

\* Receipts must be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

## EXPENSES CLAIM

Claim Number	
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76147

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

All expenses MUST be claimed in accordance with the Expenses Guide available on LEON Finance Section									
Name			Job Level	Payroll NO.	Department				
DAVID SMITH			H		DP EXECUTIVE				
Usual mileage to work									
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure, Thank you.									
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt		
	Depart	Arrive			STD	PTR	attached		
					45p	25p	£	p	
17/04/14			Wilmslow to Liverpool (return)	Car	79		35.55		
			passenger - Jenny Childs				3.95		
			(The Disclosure and Barring Service)						
				sub-total	79	0	39.50		
Other incidental expenses (e.g. telephone, postage)									
total amount claimed							39.50		
less cash advances received									
amount claimed for payment							39.50		
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.									
<b>DECLARATION</b>									
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Governance Expenses Guide.									

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.



Information Commissioner  
REQUEST FOR CASH ADVANCE

Number:

994

(Copy) original attached

**ico.**

Information Commissioner's Office

Name:

DAVID SMITH

Date required by:

2nd June '14

(Specify time if leaving early)

Amount(s) required:

100 euros

Description:

Dates

314 JUNE '14

5 JUNE '14

Places

BRUSSELS

STRASBOURG

Purpose of Travel

ART. 29 WORKING PARTY

SPRING CONFERENCE

Expense code

99991

Budget Heading

Budget Dept.

Finance use only

(paid)

PAID

29 MAY 2014

System Entered

Amount(s)

£ 100.

Substantial expenses to be incurred in business travel expenses

Information Commissioner  
REQUEST FOR CASH ADVANCE

Number: 780

**ico.**

Information Commissioner's Office

Name: DAVID SMITH Date required by: 16th May '14  
(Specify time if leaving early)

Amount(s) required:

200 Euros

Description:

Dates

19th - 21st May 2014

Places

Ireland

Purpose of Travel

Forum on International Privacy Law

Expense code

99991

Budget Heading

Budget Dept.

Finance use only ☐ (paid)

PAID

Euro Petty Cash

System Entered

Amount(s)

200 Euros

subsistence expenses to be incurred on business travel specified above.

RECEIVED



# EXPENSES CLAIM

Claim Number

17797

All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section

Name		Job Level	Payroll NO.	Department			
David Smith		H		DP Executive			
Usual mileage to work							
NB - Only mileage in excess of your usual journey can be claimed. Please make the adjustment before entering into the STD mileage box, refer to the Expenses Guide if you are unsure. Thank you.							
Date	Time		Full details of journey and charges.	Mode of travel	Car mileage		Receipt attached *
	Depart	Arrive			STD 45p	PTR 25p	
02/04/14	07:10		Home to Stockport railway station	Car			
			Stockport to London	Train			
			Euston to Westminster	Tube			2.20
			(House of Lords' Select Committee)				
			Westminster to Euston	Tube			2.20
			Euston to Stockport railway station	Train			
		16:00	Stockport railway station to Wilmslow (office)	Car	11		4.95
			Stockport railway station car park				12.00 Yes
			Subsistence				5.00 Yes
02/04/14			Home to Prestbury (Dinner with International visitors)	Car	9		4.05
			Prestbury to Home	Car	9		4.05
			<b>sub-total</b>		29	0	34.45
<b>Other incidental expenses (e.g. telephone, postage)</b>							
<b>total amount claimed</b>						<b>34.45</b>	
<b>less cash advances received</b>							
<b>amount claimed for payment</b>						<b>34.45</b>	
If this journey has incorporated an overnight stay at a hotel could you please note or append any comments (positive or negative) about the standard of the accommodation.							
<b>DECLARATION</b>							
I declare that the expenses claimed above have been actually and necessarily incurred by me in accordance with the Information Commissioner Expenses Guide.							

\* Receipts **must** be provided for subsistence claims and attached to the back of this form.

\* If no break down is provided please add a brief description of the items consumed. Thank you.

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\* If no break down is provided please add a brief description of the items consumed. Thank you.



Claim Number	
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**ico.**  
Information Commissioner's Office

## EXPENSES CLAIM

42381

**All expenses MUST be claimed in accordance with the Expenses Guide available on ICON Finance Section**

[illegible]

